



DEPARTMENT OF THE ARMY

WASHINGTON, D.C. 20310

HQDA LTR 608-98-1

HQDA (CFSC-SP)/22 December 1997

10 April 1998

Expires 10 April 2000

SUBJECT: Voluntary Services Pilot Program Expansion Army Wide

SEE DISTRIBUTION

1. Purpose. This letter authorizes Army-wide implementation of the pilot program conducted by the Department of Defense (DoD) to recruit and accept expanded voluntary services, as prescribed in the National Defense Authorization Act for Fiscal Year 1995. It also closes out Army Family Action Plan Issue Number 184: Support for Volunteers, initiated in 1988. Pending publication of DoD policies, the guidance in this letter will be incorporated into the next change or revision to ARs 215-1 and 608-1, and other such applicable regulations. When these changes or revisions are published, they will supersede this letter.

2. Proponent and exception authority. The proponent of this letter is the Assistant Chief of Staff for Installation Management (ACSIM). The ACSIM has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The ACSIM may delegate the approval authority, in writing, to a division chief within the ACSIM in the grade of colonel or civilian equivalent.

3. References.

- a. AR 215-1, Nonappropriated Fund Instrumentalities (NAFIs) and Morale, Welfare, and Recreation (MWR) Activities.
- b. DoD Directive 1400.33, Employment and Volunteer Work of Spouses of Military Personnel.
- c. 5 U.S.C. Secs. 552a (1996 Supplement), 8101-8152 (1997 Supplement), and 8171-8173 (1996).
- d. 10 U.S.C. Sec. 1588, as amended by Public Law No. 103-337, Sec. 1061.
- e. 10 U.S.C. Sec. 2733 (1986).
- f. 18 U.S.C. Secs. 201-225 (Supplement 1997).
- g. 28 U.S.C. Secs. 2671-2680 (Supplement 1997).

4. Abbreviations.

- a. ACSIM--Assistant Chief of Staff for Installation Management
- b. APFs--appropriated funds
- c. DA--Department of the Army



- d. DoD--Department of Defense
- e. IMWRF--Installation Morale, Welfare, and Recreation Fund
- f. MACOMs--major Army commands
- g. MWR--morale, welfare, and recreation
- h. NAFI--nonappropriated fund instrumentalities
- i. NAFs--nonappropriated funds
- j. TDY--temporary duty travel
- k. U.S.C.--United States Code

5. Responsibilities.

Responsible commanders (to include Secretariat and Army staff officials, major Army commanders, installation/garrison commanders, and other heads of organizations accepting voluntary services) will--

- a. Determine the need for volunteers to assist and augment the regularly funded workforce.
- b. Ensure each volunteer is supervised by a Federal employee (civil servant or nonappropriated fund (NAF) employee), soldier, or by another volunteer who is so supervised.
- c. Notify volunteer(s) of the scope of the voluntary services accepted to include a description of the services to be performed.
- d. Decide whether to reimburse volunteers for their incidental expenses incurred as a result of their volunteer services and the source of funds to be used for reimbursement.
- e. Ensure that use of volunteers does not violate the provisions of DoD Directive 1400.33.
- f. Ensure that any voluntary services incidents involving property damage, destruction, or loss; injury or death of any person; or claim against the Federal Government are investigated and/or adjudicated in the same manner and in accordance with applicable regulations as incidents involving employees or officers of the Military Departments.
- g. Ensure that records are kept on each volunteer to include the hours donated and any reimbursement for incidental expenses paid.
- h. Ensure the volunteer is licensed, privileged, has appropriate credentials, or is otherwise qualified under applicable law or regulations to provide voluntary services to child care, hospital, or other elements requiring specific certification.
- i. Ensure volunteer agreements are completed.

6. Policy.

a. Initial pilot program. The initial pilot program encompassed designated sites and was conducted during the 6-month period commencing 1 February and ending 31 July 1995. In 1996, the DoD reported to Congress that the Military Departments and Reserve Component considered the pilot program a significant success. Subsequently, the DoD authorized, by memorandum, dated 20 February 1996, expansion of the pilot volunteer program to installation and Reserve Component units affected by the Bosnia deployment and authorized continuation of the program at the designated pilot sites.

b. Army-wide implementation of the voluntary services pilot program is authorized in accordance with the initial pilot guidance issued in DoD memorandum, 6 February 1995 (Appendix A) and section 1061(b) of the National Defense Authorization Act for Fiscal Year 1995 (Appendix B), with the exception of designating pilot sites and the forwarding of data to DA. However, statistical information required in the pilot guidance must be collected at all sites in anticipation of pending DoD policy on the volunteer program and the requirement for an annual report.

c. Volunteers may be recruited and trained to provide the following voluntary services:

(1) Medical, dental, nursing, or other health-care related services.

(2) Services to be provided for museum or a natural resources program.

(3) Services provided for programs providing services to members of the armed forces and their families, to include, but not limited to, family support, child development and youth services, library and education, religious, housing referral, employment assistance to spouses of such members, and MWR.

d. Volunteers will not be placed in a policy-making position or be compensated, with the exception of reimbursement for the specific incidental expenses incurred while providing such services identified in paragraph 8a.

e. There is no requirement to accept voluntary services or to reimburse incidental expenses of volunteers.

f. This memorandum does not apply to voluntary services provided to private organizations, commercial organizations, or contractors for the Government on military installations, even when their services may be in direct support of a program providing services to members of the Armed Forces and their families.

g. Responsible commanders may authorize various kinds of support to assist volunteers in performing their assigned duties, such as use of Government facilities, official mail, access to personal information when there is an official need to know, and use of Government-owned or -leased administrative vehicles, as outlined in pilot program guidelines at Appendix A.

7. Supplemental guidelines.

a. Volunteers may be reimbursed for incidental expenses for child care; training; travel; telephone bills; mileage; and newsletter costs, and certain Government meal surcharges, incurred as a result of their voluntary services. These expenses are further outlined in AR 215-1, paragraph 4-6j. Lodging and per diem are included in training and travel when in a temporary duty travel (TDY) status. Refreshments and other food and beverages are not considered incidental reimbursable expenses.

b. Reimbursement of volunteer incidental expenses may be made from either APFs or NAFs, depending upon the program, available resources, and the judgment of the responsible commander.

(1) The funding source should link to the funding source of the program. APFs should be used to reimburse volunteer incidental expenses when the voluntary services support activities funded solely by APFs.

(2) Either APFs or NAFs may be used to reimburse volunteer incidental expenses when the voluntary services support activities funded either by a combination of APFs and NAFs or solely by NAFs.

(3) When the voluntary services support activities funded solely by NAFs, NAFs are the preferred funding source to reimburse volunteer incidental expenses.

(4) Installation MWR funds should be used only to reimburse volunteer incidental expenses when the voluntary services support MWR activities in accordance with AR 215-1.

(5) NAF reimbursement to volunteers providing services to a NAFI other than MWR or family programs funded under the IMWRF, should come from the applicable NAFI. Examples of other applicable NAFIs officially authorized for Army elements include the Fisher House NAFI, Billeting Fund, United States Military Academy NAFIs, museum NAFIs, and Chaplains' Funds.

c. Volunteers are considered employees of the Federal Government when providing services to an Army APF organization only for the purposes of--

(1) Compensation for injuries occurring during the performance of approved volunteer services pursuant to 5 U.S.C. Secs. 8101-8152.

(2) Claims for damages or losses pursuant to 28 U.S.C. Secs. 2671-2680.

(3) Privacy Act and Freedom of Information Act regulations regarding the maintenance of records on individuals pursuant to 5 U.S.C. Sec. 552a.

(4) Criminal conflict of interest laws pursuant to 18 U.S.C. Secs. 201-225.

d. Volunteers are considered employees of the NAFI when providing services to an authorized Army NAFI only for the purposes of--

(1) Compensation for injuries occurring during the performance of approved volunteer services pursuant to 5 U.S.C. Secs. 8171-8173.

(2) Claims for damages or losses pursuant to 28 U.S.C. Secs. 2671-2680 and 10 U.S.C. Section 2733.

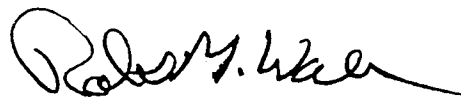
e. Voluntary services from host-nation citizens may be accepted if the responsible commander determines that acceptance of such voluntary services will not subject the United States Government to potential employment liability, including payment of employment benefits, workman's compensation, or other similar benefits or entitlements for a volunteer due to host-nation labor and voluntary services laws, U.S.-host nation treaties, or Status of Forces Agreements or other similar agreements. Voluntary service offers from host-nation citizens at overseas locations must be reviewed by legal counsel prior to acceptance.

f. All volunteers will sign an agreement (Figures C-1, C-2, C-3 at Appendix C) indicating--

(1) They are not employees of the Government or NAFI except for those purposes enumerated in paragraph 8c.

(2) They are not entitled nor expect any salary, wages, or other benefit as a result of their voluntary services, except for expenses enumerated in paragraph 8a that the responsible commander deems appropriate for reimbursement.

(3) They may not claim tax deductions for any expenses for which they are reimbursed under this policy.



Robert M. Walker
Acting Secretary of the Army

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